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Courtesy copies shall be provided to chambers as provided below. All chambers copies are to be submitted to the court to the attention of Judge Hammond's courtroom deputy, Anna Rosales. It is not necessary to provide a printed copy of the ECF receipt confirming the filing of the original document.

1. In Motions for Relief From Stay:

- a. Chambers copies of the cover sheet and certificate of service in all cases.
- b. No chambers copies of the remaining papers are required regardless of length.

2. In Adversary Proceedings:

- a. No chambers copies are required of the complaint, answer, counterclaim, etc., regardless of length.
- b. Chambers copies of Case Management Conference Statements, motions and documents supporting the motion are *only required if* the page count of all documents, including any exhibits, exceeds ten (10) pages.

3. In All Other Matters:

- a. Matters for which a hearing is scheduled – Chambers copies are required if the page count of all documents, including any exhibits, exceeds ten (10) pages.
- b. No chambers copies are required for matters where relief is requested without a hearing.
- c. No chambers copies are required of the petition, [schedules](#) ⓘ of assets and

liabilities, statement of financial affairs and similar documents filed at the onset of case.

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